



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

PREVENTIVE MAINTENANCE COORDINATOR

Class No. 006018

■ CLASSIFICATION PURPOSE

To evaluate, plan, schedule, and coordinate the repair of Public Works roads, facilities, or equipment; to estimate time, personnel, materials, equipment and resources required to make repairs; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Positions in this classification are found only in the Department of Public Works. The incumbents in this class report directly to a Program Coordinator, DPW Unit Manager, or LUEG Program Manager.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Inspects County roads, drainage construction, facilities, or equipment to determine deficiencies in condition.
2. Estimates job priorities, time factor, materials, equipment, and personnel and other resources required for repairs.
3. Reviews deficiency reports and evaluates job priorities and resource requirements.
4. Prepares preliminary maintenance contracts.
5. Reviews project costs, time factors, specification criteria, legal and insurance requirements and budget limitations.
6. Reviews bids and monitors contractor and/or vendor performance.
7. Prepares and implements roadway, facilities, or equipment inventory computer programs.
8. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Methods used to maintain, repair, and construct streets, roads, facilities, or equipment.
- Methods used to estimate damage to roads, facilities, or equipment and to compute quantitative requirements for personnel, materials and equipment necessary to effect repairs.
- Use of construction materials and equipment.
- Roadwork hazards and safety requirements and equipment.
- Contract administration and specification writing.
- Road equipment maintenance and repair.
- Flood control maintenance.
- Snow removal methods and techniques.
- County customer service objectives and strategies.

Skills and Abilities to:

- Prepare clear and concise reports incorporating technical and statistical data, including engineering plans and specifications and maps.
- Perform basic construction arithmetic calculations to monitor project fiscal impacts.
- Estimate costs on maintenance, repairs, and construction of streets, roads, facilities, or equipment.

- Effectively communicate orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. An example of qualifying education/experience is: at least five (5) years of field experience coordinating roads, facilities, or equipment maintenance, two (2) years of which must have been at the lead level providing direction and expertise to teams performing the work above or other related work.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; ability to climb, stoop, crouch, and kneel; crawl through various areas, walk on sloped ground and uneven surfaces and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Work is performed in office, outdoor, and driving environments; work is performed in varying temperatures and/or adverse weather conditions.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: November 16, 1990

Revised: May 14, 1991

Reviewed: Spring 2004

Revised: June 2005

Revised: February 2006